

City of Las Vegas

PURCHASING & CONTRACTS DIVISION
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REQUEST FOR PROPOSALS RFP No. 070369-CW Collection Agency Services

SCOPE OF WORK: The City of Las Vegas hereby invites qualified firms or individuals ("Offerors") to submit written proposals to provide Collection Agency Services for the City.

PRE-PROPOSAL CONFERENCE will be held on **Monday, October 22, 2007, at 10:00 a.m.** in the Purchasing and Contracts Large Conference Room, First Floor, City Hall Complex, 400 Stewart Avenue. The purpose of this conference is to discuss the specifications and any prospective offeror concerns. Attendance is optional.

TRAINING SESSION: If a firm is unfamiliar with public solicitation processes and would like to obtain training on the RFP submittal process for this requirement, please contact **Cindy White**, at 229-6231, no later than **Friday, October 19, 2007**, and a training session will be held immediately after the pre-proposal conference.

PROPOSAL DEADLINE: All proposals must be received in the Office of City Clerk, First Floor, City Hall Complex, 400 Stewart Avenue, Las Vegas, NV 89101-2986 **by Monday, November 12, 2007 no later than 1:30 p.m. local time.** Proposals received after the established deadline will be returned to the Offeror, and will not receive further consideration in the evaluation process. Proposals are not publicly opened, in accordance with NRS 332.061(2).

RFP DOCUMENTS MAY BE OBTAINED at the Purchasing & Contracts Division, 1st Floor City Hall 400 Stewart Ave. for a **non-refundable charge of \$5.00**. If documents are to be mailed, there will be a **\$5.00 postage and handling fee**. Checks are to be made payable to City of Las Vegas. Suppliers obtaining solicitation documents from the Purchasing Office will receive notification of any RFP addenda. RFP documents may also be obtained by registering with DemandStar. You may register on-line at www.DemandStar.com or by requesting a faxed registration form to (800) 711-1712. Membership in DemandStar is not necessary for doing business with the City. However, suppliers registering with DemandStar receive automatic immediate notification of non-construction related solicitations, including any subsequent addenda.

INQUIRIES: Questions regarding this solicitation should be directed to Cindy White, at (702) 229-6231, FAX (702) 384-9964, or email at cwhite@lasvegasnevada.gov. To ensure a timely response, inquiries should be made by the close of business day, **Monday, October 29, 2007**. Information in response to inquiries may be published as an RFP Addendum.

Prospective Offerors are hereby notified that this Request for Proposals and all related bidding documents will be made available on a Telecommunication Device for the Deaf (TDD) or in an alternate format (audio or Braille) upon request to the Purchasing and Contracts Division, telephone number (702) 229-6231 or (702) 386-9108 (TDD).